

# NEWBERG PLANNING COMMISSION MINUTES

October 8, 2020 7:00 pm

414 E First St,

City Hall Permit Center Conference Room

Newberg Teleconference

*(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history.)*

Chair Jason Dale called the meeting to order at 7:00 p.m.

## PLANNING COMMISSION ROLL CALL:

Members Present: Jason Dale, Chair  
Robert Sherry  
Jenna Morris  
Jeffrey Musall  
Robert Ficker  
Colin Bolek, Student Planner

Members Absent: Kriss Wright  
Sharon Capri

Staff Present: Doug Rux, Community Development Director  
Brett Musick, Senior Engineer

## PUBLIC COMMENTS:

None

## CONSENT CALENDAR:

1. Approval of the September 10, 2020 Planning Commission meeting minutes

**MOTION: PC Sherry/PC Morris** moved to approve the September 10, 2020 Planning Commission Meeting Minutes.  
Motion carried (5 Yes/0 No).

## LEGISLATIVE PUBLIC HEARING

1. **Resolution RECOMMENDING City Council AMEND THE Comprehensive Plan Text, Comprehensive Plan Map, Development Code, and Zoning Map**  
**FILE NO. CPTA20-0001 / CPMA20-0002 / DCA20-0001 / ZMA20-0002**  
**PC RESOLUTION: 2020-358**

Call hearing to order: Chair Dale called the hearing to order at 7:03 p.m.

Call for Bias, Ex Parte Contacts, and Objections to Jurisdiction: None

Staff Report: Community Development Director Rux introduced Frank Angelo and Kyra Haggart of Angelo Planning Group. This was a legislative hearing for amendments to the Comprehensive Plan text, Comprehensive Plan map, Development Code, and Zoning Map to implement the Riverfront Master Plan.

Mr. Angelo said the Riverfront Master Plan was adopted in September 2019. There was a joint City Council/Planning Commission Work Session held in July 2020 to review the proposed language for the specific amendments to the Newberg Comprehensive Plan and Development Code. These amendments were needed to implement the vision and recommendations presented in the Riverfront Master Plan. He gave a background on the adoption of the plan, online survey and interactive map, and action plan to implement the Master Plan.

Ms. Haggart highlighted some of the changes to the Comprehensive Plan that had been made since the Work Session. These included a revision to the plan classification description for Mixed Use designations to reference light industrial uses and to prohibit residential uses in the Riverfront District and to clarify Convenience Retail was not permitted in the Mixed Employment designation. She displayed the Comprehensive Plan Map as proposed which included the new Mixed Employment area west of the former Mill site, a continuous park area fronting the river, and lots of new land for medium density housing and residential uses. The Development Code amendments included a revision to the Riverfront Overlay Subdistrict chapter to clarify the cap on the floor area for commercial and office development in the ME zone. She displayed the proposed zoning map that would be adopted into the Development Code by reference. A lot of this area was not currently inside the City limits and the map reflected what the zoning would be on the properties once they were annexed.

CDD Rux reviewed the findings that addressed the Statewide Planning Goals and Newberg Comprehensive Plan. A public comment was received from the Fair Housing Council of Oregon asking for additional detail on Goal 10. He had put together a response and clarified the scrivener's errors in the document. There was a deficiency of 49.36 acres for medium density residential and 33.3 acres for high density residential. They would be adding 70.74 units of capacity to help address the need. He did a similar analysis for Goal 9, which showed a deficit overall with the changes but when they added in the square footage allowed in the Mixed Employment area, it showed there was a surplus. There were also findings for the Municipal Code provisions. Staff concluded that the City was in compliance with the Statewide Planning Goals, Comprehensive Plan, and Development Code regulations. The next steps in the process were a City Council public hearing in November and annexation outreach.

PC Sherry commented that about 25% wording had been removed from the document they saw in July and he thought that was a good idea as some of it was confusing. He pointed out a typo on Goal 12 in the findings. Regarding Item J in the Building Design, he would like additional wording regarding the materials to be used on the rear and sides of the buildings. He thought the same look should be created on all four sides with the same materials.

Ms. Haggart clarified he was referring to Amendment #2 of the code amendments under Building Design for the commercial design standards.

PC Morris asked about the lack of property owner responses. CDD Rux responded they sent out mailings to all the property owners in the Riverfront District, which was well over 400 mailings. They received no written response from the mailing, received four responses from the online activities, and one response from the Fair Housing Council.

#### Public Testimony:

Jean Murray, Newberg resident, was present but had no comment. She was gathering information on the status of the project.

Close of Public Testimony: Chair Dale closed the public testimony portion of the hearing at 7:24 p.m.

Final Comments from Staff and Recommendation: CDD Rux said staff's recommendation was to adopt the resolution.

#### Action by Planning Commission:

PC Sherry thought staff and the consultants had done a good job on the amendments.

Chair Dale agreed and thought this area would be a real attraction for the City.

**MOTION: PC Musall /PC Sherry** moved to approve Resolution 2020-358 with the additional language recommended by PC Sherry. Motion carried (5 Yes /0 No).

#### NEW BUSINESS:

##### 1. Infrastructure Based Time Extension Request (IBTER) Analysis

CDD Rux said the legislature recently passed HB 2001 addressing middle housing. A component of that was to allow communities who needed to implement the middle housing to do an evaluation on the infrastructure. DLCD developed new provisions for this and outlined a process. The City was awarded a \$25,000 grant to do an evaluation on the infrastructure for the areas north and south of downtown. The analysis had to be completed and

submitted by the end of December. Staff would bring this back with a final version in November and it would go to City Council in December. If it was determined through the analysis that there were infrastructure deficiencies, they could submit the package in December and DLCD could grant the City additional time to determine how the City would address the deficiencies to allow the additional middle housing to develop.

Senior Engineer Musick said the City had hired four consultants who were working on master plan updates and they also conducted this analysis. They determined there would be an increase of 22-24 dwelling units and there would be no significant impacts to the transportation, stormwater, and wastewater systems due to the increase. However, the water system analysis showed a deficit in achieving fire flows in these areas. A number of pipe replacements were identified which were not currently included in the Water Master Plan.

PC Sherry asked what middle housing was. CDD Rux explained it was duplexes, triplexes, quads, cluster housing, and townhomes. The City was required to comply with the duplex regulations by June 30, 2021. The City had hired a consulting firm to work on the duplex regulations. The house bill mandated that wherever single family homes were allowed, they had to allow duplexes to be constructed. The regulations for the other middle housing types had to be completed by the end of June 30, 2022. Currently the City had no regulations for cluster housing.

PC Musall said middle housing would allow properties to upgrade to higher density and they needed to look at the impacts to the infrastructure to comply with this requirement. Did the infrastructure need to be provide to every lot or was it a percentage? CDD Rux responded in the Administrative Rule there were percentages for properties over half an acre and under half an acre. In the north and south of downtown, the lots were under half an acre which was an assumption of a 1% increase. That meant 22-24 additional duplex units could occur. It could be more.

SE Musick clarified the consultants identified a few properties over half an acre and that was why the range was 22-24 additional units.

## **2. Housing Needs Analysis, Buildable Lands Inventory, and Public – Semi Public Land Analysis**

CDD Rux said as part of HB 2003, communities were going to be on a rotating schedule to update their Housing Needs Analysis. The City did this work in 2019 under an older population forecast. The analysis showed that the City was deficient 107 acres of residential land. The City received a grant from DLCD and restarted the process. He then explained the maps in the packet. In the 2019 Housing Needs Analysis, they had identified 675 buildable acres of vacant and partially vacant land. The new update indicated they 643 acres as development had occurred. The City's population number for the forecast had gone down. In 2021, they would have a population of 25,204 and over the 20 year planning horizon it would be 33,199 in 2041. That would mean the average annual growth rate would be 1.39%. The average household size was 2.61 individuals per household. The total number of new dwelling units over the 20 year horizon would be about 3,000. They did not change the mix from the 2019 analysis, which meant 60% of new units would be detached single family, 8% would be attached single family, and 32% would be multi-family. They had also looked at Accessory Dwelling Units and anticipated 20 new ADUs and for redevelopment, they assumed 100 new dwelling units would be constructed in the downtown area. They would need 2,878 more residential units. The consultants would do additional work on the forecast information. Regarding the public and semi-public land analysis, they had to look at the City, County, and State land needs over the 20 year period. They would also be talking with the School District, Chehalis Parks and Recreation District, and churches. The preliminary numbers indicated that for neighborhood parks, there was a need for 20 acres of additional land and an additional 40 acres for community parks. For semi-public uses there was a need for 32 acres of additional land. All of this work would be brought back to the citizens advisory committee, and ultimately to the Planning Commission and City Council.

## **3. Economic Opportunities Analysis (EOA) – Measures to accommodate Industrial Land Need & Draft EOA Document**

CDD Rux gave a recap on information that had already been shared previously. For the Economic Opportunities Analysis they were looking at target industries of advanced and general manufacturing, technology and high-tech

manufacturing, food/beverage processing and agricultural products, forestry and wood products, and aviation related industries. He explained the characteristics of the sites needed by these industries. The forecast showed Newberg would have growth of 2,557 employees in the industrial sectors. The target industries would generally need sites 5 to 25 acres, some would need larger and some would need smaller sites. The consultants conducted an analysis of the industrial employment and site characteristics of other cities in the Willamette Valley. Industrial employment included manufacturing, construction, utilities, wholesale trade, transportation and warehousing, and agricultural and forestry services. The consultants separated employment into the following site sizes: smaller than 5 acres, 5-25 acres, 25-50 acres, and 50+ acres and compared the industrial employees by city and the site sizes as well as the number of sites with industrial employment, average size of sites with industrial employment, and acres of land with industrial employment. They also looked at the regional site characteristics and percent of existing employment, number of employees per site, and average site size. For Newberg, they had 46% of employment in less than 5 acre parcels, 41% in 5-25 acre parcels, 5% in 25-50 acres, and 8% in 50+ acres. The new sites needed were: 79 in the less than 5 acres, 8 in the 5-25 acres, 1 in the 25-50 acres, and 1 in the 50+ acres. That meant for the less than 5 acres, they needed 71 acres of additional land, for the 5-25 they need 79 additional acres, 33 additional acres for 25-50 acres, and 92 for 50+ acres for a total of 275 acres. Subtracting the new sites needed from the existing vacant sites in the Buildable Lands Inventory, they would need 51 acres for sites that were less than 5 acres, 69 acres for sites that were 5-25 acres, 33 acres for sites that were 25-50 acres, and 92 acres for sites that were 50+ acres for a total of 246 acres. They had a discussion with the ad hoc committee about a policy to implement the plans the City already had, such as the Economic Development Strategy, Downtown Improvement Plan, and Riverfront Master Plan. Other potential policies were: establishing a preservation policy for industrial sites over 10 acres to limit complete conversion to other uses, requiring master planning for business or industrial parks, identifying land to rezone to industrial and avoiding down-zoning, using Urban Renewal as a catalyst for redevelopment, and completing the Interchange Management Plans for the Newberg-Dundee Bypass. Some other ideas that came up were doing a Code audit to look at the development regulations related to industrial to make them more efficient, wetlands inventory to determine which could be filled and which needed to be preserved or mitigated and expanded, and looking at current policies within the Comprehensive Plan to make sure they were still applicable. The final meeting of the ad hoc committee was scheduled for December 1. The EOA would come back to the Planning Commission on December 10 and go to City Council in January. He asked if the Commission had ideas for other policies related to industrial lands. Any suggestions needed to be submitted by October 16.

#### **4. Vertical Housing Development Zone Proposal**

This item was not discussed.

#### **ITEMS FROM STAFF:**

1. Planning Commission Activities update:  
CDD Rux discussed the upcoming agenda items.

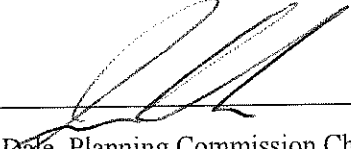
#### **ITEMS FROM COMMISSIONERS:**

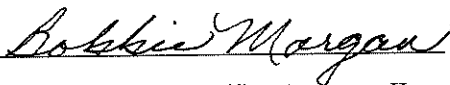
The next Planning Commission meeting would be held on November 12, 2020.

#### **ADJOURNMENT:**

Chair Dale adjourned the meeting at 8:20 p.m.

**Approved by the Newberg Planning Commission this November 12, 2020.**

  
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Jason Dale, Planning Commission Chair

  
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Bobbie Morgan, Office Assistant II